



Call Us.....07799218129 or Email Us.....info@westviewplaygroup.org.uk

Registered Charity No: 1020794

Trustee Recruitment for Westview Playgroup Spring 2026

We are seeking new officers (Chair, Secretary and Treasurer) for Westview Playgroup. As officers of the Charity, you will be responsible for the legal and financial administration of the organisation and play a crucial operational role in supporting the staff to continue to provide excellent educational and safeguarding support to our children in order to enrich their early years.

About Us

Westview Playgroup is a cherished community playgroup located in Swanley, open during term time. We operate a free flow environment and our emphasis is on learning through play. We offer a well-equipped, safe, and comfortable environment for children from the age of 2 and have a large outdoor space, used year-round. We are ofsted registered and received a Good rating at our most recent visit in May 2024. We are a charity, led by a Committee. For more information about Westview Playgroup visit our [website](#)

What do we need?

In Summer 2026, our current officers will be standing down from their roles on the Committee. We are looking for local individuals with the capacity and passion to support the setting in the voluntary roles of Chair, Secretary and Treasurer. We would like the individuals to begin before July 2026 to ensure an appropriate handover period.

This document provides some background information to the committee, key responsibilities for the Chair, Treasurer and Secretary and further information on the role of the committee members.

Next Steps

To find out more and meet the current Chair and Manager for a further conversation about the roles, please email Hannah Bird (chair) at hannah@hannahbird.net or call 07974302417.



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About the Westview Playgroup Committee

Westview Playgroup is a registered charity, this means the work that our staff do is guided by a voluntary committee of parents/ community members. We are guided by the Early Years Alliance Constitution (2001), which informs the governance of thousands of Early Years' Institutions across England.

We're a friendly bunch who meet 6 times a year (twice a term) on Zoom for 90 minutes. At these meetings we discuss topics that are relevant to the running of the setting (for example, we monitor the finances and we discuss how we can better promote the setting either via local events/comms or via social media). Once a year we host an in-person AGM at the setting and invite all family members to attend. At these AGMs we discuss the playgroup's progress for the year and we do all the formal business needed to adhere to the Early Years' Alliance Constitution (for example, voting in committee members/officers). Our committee must be constituted of 60% family members (a family member can be anyone connected to a child who is in our setting).

We are currently made up of 7 individuals. We are a Chair, Secretary and 5 committee members. We have two observers (a staff member and a parent). Our Treasurer role is currently vacant.

All Trustees are required to undergo a full DBS check and to be approved by Ofsted as suitable individuals for 'working' for the playgroup.

You can see more about the Charity, our Annual Reports/Finances by visiting the Charity Commission website <https://register-of-charities.charitycommission.gov.uk/en/charity-search/-/charity-details/1020794/charity-overview>



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Officer Job Descriptions

Spring 2026

About the role of Chair, Secretary & Treasurer

These roles are crucial to the governance of the organisation. The chair role requires about a day per month of time and would be perfect for someone with capacity to play a strategic role in their local community. The Secretary and Treasurer roles are both about ½ day per month.

The key responsibilities of these Officer roles outlined below have been adapted from Kent County Council's The [Education People](#) guidance (2020)

General responsibilities of the Officer roles

- maintain confidentiality across the whole committee as appropriate, ensuring all committee members understand the confidentiality policy
- to act in the best interests of the charity and its beneficiaries at all times and to avoid and declare situations which may lead to a conflict of interest
- to represent the setting at external meetings when required
- to undertake reasonable duties in line with the charity objectives
- to deputise for one another as needed

Chair - Key Responsibilities

- to lead the strategic operation of the setting and steer the vision of the playgroup
- line manage the setting manager/supervisor, including conducting appraisals and supervision
- act as signatory for the bank account to sign off all invoices and payments (approximately 10 per month)
- support the Manager and Treasurer with the monthly payroll process as required
- to lead the annual staff pay review process, working with the Treasurer to forecast cost implications, leading conversations with the committee and be responsible for issuing new contracts/updates to payroll
- in collaboration with the Manager set the annual term dates and opening hours for the setting and support the development of the staff rota
- troubleshoot urgent issues that impact the day-to-day running of the organisation (for example, if the heating isn't working, you will need to work with the Manager to find a suitable solution, which may be to close the setting for the day)
- in line with our complaints procedure, lead any complaints process made against the staff by parents
- develop any new governance policies and review organisational policies for the whole service, including safeguarding, equal opportunities and health and safety



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- work with the treasurer to ensure any financial reports are submitted correctly and on time
- represent the setting, promoting and liaising with outside agencies
- develop and lead any funding applications/monitoring for grants
- recruit staff - leading application/interview process and being responsible for collating references
- to write the setting's annual report for the Charity Commission, support the development of the annual accounts and complete the annual report/review uploading process on the charity commission website.
- ensure positive communications between the committee, staff and parents
- ensure all legal/statutory requirements – Ofsted etc – are met in a timely manner
- review all contracts and act as signatory on contracts for the playgroup including responsibility of the management of premise/ lease.
- lead any administrative processes when there are changes to the committee - e.g DBS/Ofsted, Charity Commission, bank accounts etc.
- may act as the nominated person with regard to Ofsted

Leading the Committee

- oversee committee meeting dates, agendas, actions and manage/chair committee meetings and all democratic decision making
- lead and support other committee members - ensure all members work within the guidelines of the constitution and work towards its objectives
- support individuals to know their responsibilities on the committee and identify training needs for the committee

Treasurer - Key Responsibilities

- manage the setting cashflow and prepare budgets for future planning, highlighting any concerns affecting sustainability
- prepare financial reports for 6 x committee meetings
- support the payroll operation - to oversee staff wages and review payslips at the end of each month, to monitor monthly overtime/deductions and implement any annual salary review changes at the start of each financial year to our payroll company
- support staff to use our online accounting package (Sage) more effectively e.g. with correct coding/reconciliation/intro to useful reporting tools
- collaborate with the Manager to record child numbers each term, to accurately forecast income from Kent County Council.
- write a financial management policy which clearly outlines the differentiation between setting/committee roles and assess the need for a bookkeeper + help recruit a bookkeeper if needed
- take responsibility for the petty cash record, check and reconcile cash records.
- check/store bank statements and all financial records.



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- undertake an inventory annually (to ensure the information we're providing to the insurance company is accurate)
- manage insurance policies; ensure renewal in a timely manner
- in collaboration with the chair and the staff, undertake regular childcare fee reviews
- be responsible for the preparation of annual accounts for the Charity Commission (nb. because we are a small organisation, we only undergo an Independent Examiner's Report and Receipts and Payments table rather than needing to prepare full accounts), answer any questions the accountants may have. Support the submission process as directed by the Chair.
- act as signatory if needed and keep an up to date list of all signatories
- in collaboration with the Chair, review all organisational policies, including safeguarding, equal opportunities and health and safety
- work with the chair and other committee members on funding applications
- assist with recruitment and management of staff/volunteers/committee members

Secretary - Key Responsibilities

- support the administration of the committee, for example keep the committee hand over file up to date
- keep an up to record of committee DBS checks & Ofsted EY2 registration letters
- at committee meetings, take accurate minutes, recording decisions made and actions taken
- circulate the meeting agenda (two weeks prior to the committee meeting) and the minutes of the meeting – no more than two weeks after the meeting
- co-ordinate/organise the AGM and other meetings with the chair
- receive correspondence and follow up / circulate as appropriate
- ensure compliance with the Data Protection Act 2018 (DPA 2018) and the UK General Data Protection Regulation (UK GDPR)
- give marketing support for the setting
- Draft ½ termly newsletters to parents
- in collaboration with the Chair, review all organisational policies, including safeguarding, equal opportunities and health and safety
- work with the chair and other committee members on funding applications
- assist with recruitment and management of staff/volunteers/committee members



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Further Information

Responsibilities of all Committee Members

- to act in the best interests of the charity and its beneficiaries at all times and to avoid and declare situations which may lead to a conflict of interest
- complete an Ofsted EY2 form
- complete a DBS check
- ensure the charity works in line with its constitution
- actively participate in committee meetings and lead actions/activities between meetings
- oversee finances and contribute to decisions
- ensure transparent and fair decision-making processes are in place
- adhere to confidentiality policy
- Read updated organisational policies across the playgroup (annual review)
- assist with recruitment and management of staff/volunteers/committee members as directed
- participate in organising of fundraising events
- general support of the setting and other committee members as appropriate
- receive delegated functions in accordance with the charity's objectives
- be visible to staff and parents

For further information please visit the links below:

Disclosure and Barring Service:

<https://www.gov.uk/disclosure-barring-service-check/overview>

Charity Commission:

<https://www.gov.uk/government/organisations/charity-commission>

Early Years Alliance (PLA):

<https://www.eyalliance.org.uk/>

Source:

Charity Commission

Early Years Alliance